



Abbotsholme School

Overseas Staff accompanying short term visits policy

Abbotsholme School recognises that the welfare of the child is paramount. We take seriously our duty to safeguard and promote the welfare of the children and young people in our care. This policy should be read in conjunction with the Abbotsholme School Safeguarding Policy and Child Protection Procedures.

Overseas Staff accompanying short term visits/ exchange programmes

DBS checks on overseas staff should be completed unless it is verified that the applicant has not previously lived in the UK.

Where an applicant is from or has lived in a country where criminal record checks cannot be made for child protection purposes, or is a refugee with leave to remain in the UK, and has no means of obtaining relevant information, we must take extra care in taking up references and carrying out other background checks. In these cases there will be no criminal record in the UK, or any entry on the Children's Barred List or the Secretary of State's Prohibition Order List. For example, additional references should be sought, and references followed up by phone as well as letter. A letter must be obtained from the local police services to confirm that they have no outstanding record that might affect their suitability to work with Children.

The process for obtaining a check varies from country to country. The DBS provides [a list of countries from A to Z](#), detailing how to obtain a criminal record check from each one, reference will be made to this list and the school will follow the guidelines for the relevant country.

If the applicant has also lived in the UK, then a DBS check **in addition** to a criminal record check from any other country they've lived in.

Who can apply?

- The individual must make the application in person.
- A third party representative must consult the Public Security Bureau covering their county of residence during their residency in China.

Where?

- Applications must be made in person at the Notary Public Office at province/city/district of residency after obtaining the form from local police station.
- Different cities/districts/provinces vary in their procedures, therefore we encourage applicants to confirm by directly contact their local Public Notary Office or Public Security Bureau.

- A third party representative must consult the Public Security Bureau covering their county of residence during their Chinese residency.
- Mailed applications will not be accepted.
- Embassies/Consulates will not accept applications.

What must the applicant supply?

Local citizens shall provide:

- Their original ID Card
- Permanent Residence Registration and copies

Non-citizens shall provide:

- Their original ID Card
- Temporary Residence card
- passport and copies

All applicants shall fill in the application form and provide other relevant documents requested by the local public authorities.

What are the costs/turnaround?

- Free in most circumstances, however local public authorities should be contacted regarding the fee.
- Approximately seven working days for a application.

Contact Details:

Further details can be requested via the Chinese Embassy in London:

Embassy of the People's Republic of China
49-51 Portland Place W1B 1JL

Recommended review period: **Annual**

Review by: **Headmaster / Designated Safeguarding Lead**

Date reviewed: **01/03/2019**